

PUBLIC RELATIONS AND LEGISLATIVE COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS:

This class encompasses a position involving highly responsible, specialized duties in assisting fire department and city administrative personnel to monitor and evaluate new and proposed legislation which may affect fire department operations or services. Duties also include working with related fire, law enforcement, and other emergency organizations, developing and implementing public relations programs and projects, and acting in an advisory capacity for administrative groups or unions in areas related to labor relations. The employee of this class is expected to exercise a high degree of independent action under the general supervision of the Fire Chief.

EXAMPLES OF WORK:

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Reviews legislation that may affect fire department operations and/or services, reads and researches such legislation, both proposed and adopted, and advises administration personnel on the content, possible impact, etc.; seeks expert opinion in areas where needed and reports on this opinion to the administration; appears before legislative committees to testify on proposed legislation; follows all bills related to fire department operations from introduction to final dispensation;

Acts as liaison between the fire department and other fire fighting and related law enforcement agencies to coordinate efforts in related assigned areas;

Attends staff meetings in an advisory capacity to assist in matters dealing with personnel such as discipline, employee requests, etc.; investigates complaints from employees and counsels with employees to explain procedures to be followed relating to requests and complaints; works with the employees' union in an advisory capacity on labor relations problems;

Goes to the emergency scene as assigned to act as information officer for the news media and to see that needs of fire fighting personnel are met (food, etc.); acts as coordinator between fire fighting and law enforcement personnel at the emergency scene; may work with the arson investigation unit in order to relay information to the fire chief and the news media in areas not requiring technical knowledge;

Speaks before civic organizations, schools, other public groups, to define, explain, and answer questions on areas such as fire department policy, departmental response to incidents, etc.; coordinates special projects to enhance the public image of the fire department and department operations; works with related public agencies such as the Red Cross on special projects;

Writes narrative reports for fire department administrators or related public administrative personnel on legislation or related projects; keeps any records required by the department or related agencies;

Performs related duties assigned.

QUALIFICATION REQUIREMENTS:

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license.

Must be a graduate from an accredited four (4) year college or university with major course work in public relations and/or governmental procedures

or

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation **and** have five (5) years of progressively responsible work in public relations and legislative liaison work.

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